

CHEVY CHASE VILLAGE
BOARD OF MANAGERS
SEPTEMBER 8, 2014 MEETING

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 8/25/2014
SUBJECT: PROPOSED AMENDMENTS TO THE RECORDS RETENTION SCHEDULE

Background

The Village's current Records Retention Schedule was approved by the Village Board in February of 2012, and summarily approved by the Maryland State Archivist in June of that same year. We have been operating since then in compliance with the schedule as it pertains to the retention and destruction of official records.

When the Board adopted its new local Ethics Ordinance in late 2012, the new ordinance included amended provisions pertaining to the retention of Financial Disclosure Statements required to be filed each year by all sitting members and candidates for the Board of Managers and for designated employees and appointed officials¹. These amendments increased the retention period for these forms from 2 years to 4 years and require the destruction of unsuccessful Board candidates 60 days following the election. The Village's Records Retention Schedule must, therefore, be amended to conform to these new retention requirements.

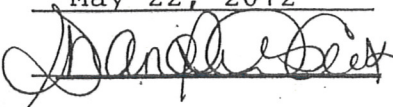
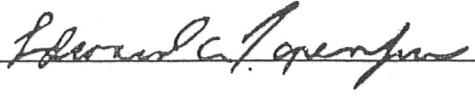
Board Action Requested

I request Board approval of the attached proposed Records Retention Schedule, either as drafted or with modifications, for submission to the Maryland State Archives for formal adoption.

Attachments

Proposed Records Retention Schedule
Current Records Retention Schedule

¹ Sec. 2-6 (g) of the Chevy Chase Village Public Ethics Ordinance: "Retention requirements. The Commission or the office designated by the Commission shall retain financial disclosure statements for four (4) years from the date of receipt, except in the case of unsuccessful candidates for public office in which case such statements shall be retained for sixty (60) days after the election is final."

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M307 Page 1 of 4
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description Supercedes Schedule C-527	Retention
100 100A 100B 100C	BOARD OF MANAGERS, COMMISSIONS, APPOINTED COMMITTEES, LEGAL, & ORDINANCES, MISC. -Meeting Agendas, Minutes, Briefing Materials, -Audio Recordings -Forms to Convene a Closed Meeting and Executive Session Notices	Retain permanently, transfer every two years to the Maryland State Archives.
100D	-Adopted, original signed Resolutions, Charter amendments, Proclamations, Policies, Ordinances and related legislative reference material	Retain permanently, transfer every two years to the Maryland State Archives.
100E	ELECTIONS -Ballots (including absentee) and results	Retain for two years from the election date, then destroy.
100F	-Financial Disclosures	Retain for two years from date of filing, then destroy.
101 101A 101B 101C	PERSONNEL -Recruitment files -Personnel Records/Jackets, including employment application, background investigation materials, performance evaluations, etc.	Retain for five years after employment termination date and then destroy.
Schedule Approved by Department, Agency, or Division Representative. Date <u>May 22, 2012</u> Signature <u></u> Typed Name <u>Shana R. Davis-Cook</u> Title <u>Village Manager</u>		Schedule Authorized by State Archivist Date <u>6/18/2012</u> Signature <u></u>

DGS 550-1

CURRENT

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M307 Page 1 of 4
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description	Retention
100	BOARD OF MANAGERS, COMMISSIONS, APPOINTED COMMITTEES, LEGAL, & ORDINANCES, MISC.	Retain permanently, transfer every two years to the Maryland State Archives.
100A	-Meeting Agendas, Minutes, Briefing Materials,	
100B	-Audio Recordings	
100C	-Forms to Convene a Closed Meeting and Executive Session Notices	
100D	-Adopted, original signed Resolutions, Charter amendments, Proclamations, Policies, Ordinances and related legislative reference material	Retain permanently, transfer every two years to the Maryland State Archives.
100E	ELECTIONS -Ballots (including absentee) and results	Retain for two years from the election date, then destroy.
100F	-Financial Disclosures	Retain for four years from date of filing, then destroy. Unsuccessful, non-incumbent candidates' disclosures retain for 60 days following election, then destroy.
101	PERSONNEL	Retain for five years after employment termination date and then destroy.
101A	-Recruitment files	
101B	-Personnel Records/Jackets, including employment application, background investigation materials,	
101C	performance evaluations, etc.	
Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

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PROPOSED, 9/2014
(Changes affect page 1 of 4 ONLY)

Remaining pages of the Schedule unchanged.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. M307

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Agency Chevy Chase Village	Division/Unit Administration/General Government
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Item No.	Description	Retention
102	PERMITTING	
102A	-Building permit applications and supporting materials for administrative permits.	Screen every 5 years and destroy material having no further legal, administrative, fiscal or historical value.
102B	-Building permit applications and supporting materials for variances, special permits and appeals	Retain permanently, transfer every two years to the Maryland State Archives.
102C	-Utility and communications company plans	Retain until superseded and then destroy.
103	GENERAL	
103A	-Monthly Newsletters	Screen every two years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
103B	-Official Correspondence	
103C	-Project or Official Action Notices	
103D	-Press releases	
103E	-Interdepartmental Memoranda	
103F	-Studies	
103G	-Directives	
103H	-Maps and plans of rights-of-way, parks and the Village Hall	
103I	-Village Hall deed and covenants	
103J	-Miscellaneous files relating to the administration of the government	
103K	-Hall rental applications	
103L	-Class applications	
103M	-Work Orders and Requests for Service	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M307 Page 3 of 4
Agency Chevy Chase Village		Division/Unit Police Department
Item No.	Description	Retention
104	POLICE DEPARTMENT	
104A	-Citations (municipal, yellow copies of State citations, warnings)	Retain for ten years, then destroy.
104B	-General Orders	
104C	-Grant information	
104D	-Police reports: auto collision and incident	
104E	-Department Personnel Files (sworn officers only), including internal investigations	Retain for five years after employment termination date and then destroy.
104F	-Miscellaneous files and reports	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
104G	-Audio recordings	Retain for one year, then destroy.
104H	-Record of expunged files	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M307
		Page 4 of 4
Agency Chevy Chase Village		Division/Unit Administration/Finance and Accounting
Item No.	Description	Retention
105	FINANCE AND ACCOUNTING	
105A	-Annual Financial Statements and Uniform Financial Reports (independent audit reports)	Retain permanently, transfer every five years to the Maryland State Archives.
105B	-Official documents related to the creation of the annual budget and the annual financial statements	
105C	-Payroll related documents (including time sheets, leave requests, leave logs, federal and state tax withholding forms and statements)	Retain for five years then destroy.
105D	-Accounting files (purchase orders, paid invoices, bank deposits, payment receipts, bank statements)	Retain for five years then destroy.
105E	-Post Office Lease Agreements	Retain for five years from contract termination, then destroy.
105F	-Contracts	
105G	-Requests for Proposals and Responses	
105H	-Requests for Bids and Responses	
105I	-Certificates of Insurance	